

# Duties of Chair

Equipment and IT Committee  
Department of Mathematics and Statistics

May 23, 2006

The duties of the Chair of the Equipment and IT committee fall into three main categories: organising the committee, deciding on issues within the broad gambit of the policies set down by the committee and supervision of the IT manager in conjunction with the Department manager. In more detail they are listed below:

- Schedule meetings of the committee (as per terms of reference of committee: at least 2 a year as of 2005), liaising with PA to the Head with regards room bookings, minutes and agendas.
- Chairing the meetings
- Drafting a yearly budget, taking advice from the IT manager and Department manager.
- Ensuring that the year's budget is spent accordingly via updates from the IT manager
- Writing grant applications to the Faculty and Centre for IT funds as necessary.
- Keeping abreast of University IT issues
- Ensuring the committee policies are recorded, kept in a repository (electronic and/or physical), and enacted.
- Managing minor software and equipment issues as they arise within the policy of the Committee and past practice.
- Supervising the IT manager, including yearly Appraisal and dealing with any performance issues as appropriate. Liaising with the IT manager on IT issues on a regular basis, keeping in touch with the running of the IT team and the state of the department IT infrastructure.
- Liaising with the Web/database supervisor (who is on the committee).
- Representing the Committee on the Management Committee of the Department and reporting to it and the Head regarding Equipment/IT issues.
- Reporting to Department meetings on Equipment/IT issues
- Liaising with external bodies on an ad hoc basis both within the University and outside as necessary in regards Equipment/IT matters.